



Nine Point Energy, LLC Position Description

Job Title: Operations Accountant
Department: NPE Accounting
Reports To: Operations Accounting Manager
FLSA Status: Exempt

SUMMARY

Responsible for assisting with accounts payable, cash management, and revenue responsibilities. Candidate should be able to adapt to changing environments and have a willingness to adjust responsibilities based on the needs of the business and/or accounting department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Accounts Payable

- A/P processing which includes downloading incoming invoices, coding/ sending out for approval, and transferring approved invoices into accounting system
- Assist with weekly check runs
- Responsible for A/P and Revenue check printing/stuffing/postage processes
- Manual check processing
- Assist with month-end A/P process when needed
- Account Reconciliations

Cash Management

- Provide daily cash analysis for upper management
- Maintain daily cash register
- Track credit facility activity, calculate daily interest calculation and prepare appropriate accruals
- Miscellaneous bank entries
- Bank reconciliations

Revenue

- Revenue ACH set-up
- Non-Op Revenue booking
- Federal and State Withholding and Production Tax calculation and payment
- Account Reconciliations



QUALIFICATIONS, EDUCATION and/or EXPERIENCE

- Bachelor's degree preferred
- 2-5 years of accounting experience
- Strong communication and interpersonal skills
- Ability to learn new tasks quickly and adapt to changing responsibilities
- Prior experience in the oil and gas industry (exploration and production) preferred
- Proficient in Microsoft Excel preferred

To apply, please visit the Careers section at ninepointenergy.com.

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice Affirmative action plan/equal employer opportunity (AAP/EEO) statement: Nine Point Energy is an Equal Opportunity Employer. All applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.